

Minutes of the **FULL COUNCIL** held at Pembury Baptist Church, Romford Road on Monday **6 JUNE 2022** at 7.15pm.



Councillors Present:

Cllr K Brooks Chair	Cllr N Stratton Vice-Chair
Cllr P Gillan	Cllr M Weaver
Cllr G Hall	Cllr J Webster
Cllr D Reilly	

Apologies:

Cllr C Snow

Officers Present:

H Munro (Clerk)
Y Allen (Deputy Clerk)

Others Present:

County/Borough Cllr P Barrington King
Borough Cllr D Hayward
Borough Cllr P Roberts

- 22/051 **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Snow. The apologies and reasons were accepted.
- 22/052 **DECLARATIONS OF INTEREST.** Cllrs Weaver and Webster declared an Other Significant interest in minute item 22/071, Pembury Cricket Club.
- 22/053 **CHAIR'S ANNOUNCEMENTS.** The Chair thanked everyone involved in the organisation of the Platinum Jubilee Picnic in the Park which had been a great success.
- 22/054 **OPEN SESSION.** There were no members of the public present.
- 22/055 **MINUTES.** It was **RESOLVED** that the minutes of the 9 May 2022 be approved and were signed by the Chair as an accurate record.
- 22/056 **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee for adoption:
- a. Planning & Highways Committee – 16 May 2022
- 22/057 **CLERK'S REPORT.** The following report was noted:
- a. **Change of bank signatory.** Change of bank signatory forms are in progress.
 - b. **Tunbridge Wells Local Plan – Examination.** Alison Eardley, the NDP Consultant and Cllr Hall to attend the day on the Local Plan to

discuss Pembury.

- c. KCC Bus Consultation.** An update on actions discussed from Greg Clark MP has been requested and is still awaited.
- d. Strategic Review.** Meeting to take place on Monday 4 July at 6.30pm before the Full Council meeting at 7.30pm.
- e. Picnic in the Park.** Councillors were asked to send in any feedback following the Picnic in the Park.
- f. Village Green.** Comments had been received about the lack of bunting on the Village Green.
- g. New Village Footpath Map.** Comments had been received from the Tunbridge Wells Access Group. A proposal to re-route footpath WT 217a had been received and could delay the printing of the new map.
- h. Jubilee Way entrance into the Recreation Ground.** The gate post had been broken. A temporary solution had been put in place and quotes for the work were in hand.
- i. Vandalism.** Concerns about the use of a small section of the Old Coach Road footpath being used by someone riding their horse had been raised by a resident.

22/058 **EXTERNAL REPORTS.** There were none.

22/059 **REPORTS OF BOROUGH/COUNTY COUNCILLORS.**

Reports were received from Borough/County Councillors. The following was noted:

- Remedial work was being carried out on roads in Pembury.
- A parking issue was being dealt with in Sandhurst Avenue.
- Continuing problems with parking at the top end of Church Road had been reported.
- The suggestion of a Beacon being purchased and installed on land in Pembury was raised.
- Tunbridge Wells Borough Council's cabinet meetings would now take place in different locations to improve community engagement and

transparency.

- An arboricultural report about the proposed alterations to Sunhill Place had been received and further work was recommended.

The Chair thanked the Borough/County Councillors for their hard work for the village.

The Borough/County Councillors left at 7.49pm.

22/060 **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2021/22.**

- a. The Annual Internal Audit Report was circulated and noted. There were no items of concern.
- b. The Statement of Internal Control was circulated and reviewed. It was **RESOLVED** that this be approved for signature.
- c. The Annual Governance Statement for 2021/22 was circulated and reviewed. It was **RESOLVED** that this be approved for signature.
- d. The Accounting Statements for 2021/22 were circulated and reviewed. It was **RESOLVED** that these be approved for signature.
- e. The balance sheet as at 31 March 2022 was circulated and reviewed. It was **RESOLVED** that this be approved for signature.
- f. The dates for the exercise of public rights from 13 June 2022 to 22 July 2022 were noted.

22/061 **DOWNINGBURY POND PROJECT.**

- a. A verbal update was given on a meeting held with the Kent High Weald Partnership.
- b. Further investigations would need to be carried out before approval for the project could be given.
- c. It was **RESOLVED** to set up a Working Group (WG) which would report back to the Open Spaces Committee.
- d. Work on a business plan including long term responsibilities would be carried out before approval for the project or for grant funding.

22/062 **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**

- a. A verbal update was given.
- b. The commencement of the 6-week consultation period from 5 June 2022 to 18 July 2022 was noted.
- c. A public consultation drop-in session on 16 June 2022 from 5pm to 8pm at the Baptist Church Hall had been arranged.

22/063 **POLICE & CRIME.** A verbal report of a meeting held with Pembury's Police Community Support Officer on 13 May 2022 was given. Cllr Webster to write an article for the next Pembury Village News with some recommendations on personal safety. Cllr Webster to work on improving liaison with the Police and residents.

22/064 **PEMBURY SOCIETY.** It was **RESOLVED** to grant a formal dispensation to Councillors who are members of the Pembury Society to participate in discussion and voting otherwise a quorum would not be possible.

A request for a contribution to publishing costs for their history of Pembury book and a credit for the funding in the book was considered. It was **RESOLVED** that no contribution could be made as the Pembury Society would make a surplus from the sale of the books which was contrary to the Grant Awarding Policy.

Councillors were supportive of the publication of the book and would offer a free half page advert in the next Pembury Village News to let residents know how to purchase a copy.

22/065 **FINANCIAL INFORMATION**

- a. Accounts for Payment for May 2022 of £23,795.46 were approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
- b. It was **RESOLVED** to ratify the grant application to TWBC for the UK Shared Prosperity Fund for various projects.

22/066 **RISKS.** There were none.

22/067 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** The setting up a Community Events Working Group for future events was raised.

22/068 **FUTURE MEETINGS.**

- a. It was noted that the next meeting was scheduled to be held on **Monday 4 July 2022** at 7.30pm at the Baptist Church Hall.
- b. It was agreed to continue to hold Full Council meetings at the Baptist Church for the rest of the civic year.

22/069 Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting for the next item of business at 8.47pm on the grounds that it would involve the likely disclosure of exempt information.

22/070 **OFFICE OPENING HOURS.** Trial office hours continue to work well and it was **RESOLVED** that a review would be held annually.

22/071 **ALLOTMENT TRACK.**

- a. An update on adjacent building work affecting the track was given. A site meeting to be arranged urgently.
- b. Professional advice relating to the Party Wall Agreement was noted.
- c. Legal advice would be sought if necessary.

Cllrs Weaver and Webster declared an Other Significant Interest and left the meeting at 9.09pm

22/072 **PEMBURY CRICKET CLUB CORRESPONDENCE.** A verbal update was given, and a way forward discussed. It was **RESOLVED** that, in principle, the Parish Council would support "meanwhile use" of the safeguarded area by the Cricket Club.

There being no other business, the meeting closed at 9.21pm.

Signed: _____ Date: _____
Chair

Pembury Parish Council			
Accounts for Payment - June 2022			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID PREVIOUSLY			
Chq 5053	Cash	Circus skills entertainer + petty cash	£ 300.00
06/035	WC Hire	Hire of 2 x WCs for Jubilee event	£ 252.00
ACCOUNTS FOR PAYMENT BY BACS - June 2022			
06/036	HMRC	Tax/NIC	£ 2,839.82
06/037	Kent Pension Fund	Pensions	£ 2,411.95
06/038	B & Q	Groundsmen supplies / postcrete	£ 138.96
06/039	Living Forest	Tree work after storm damage - Old Coach Road	£ 2,383.20
06/040	Screwfix	Linemarking paint and hose clips	£ 26.97
06/041	Knockout Print	2 x Jubilee banners / 1x NDP banner	£ 132.00
06/042	Capel Nurseries	Hanging baskets/planter flowers	£ 550.04
06/043	David Buckett	Year end internal audit 2021/22	£ 400.00
06/044	GDPR-info	GDPR Services & support	£ 350.00
06/045	Sherwood Men's Shed	Wooden planter outside chemist	£ 250.00
06/046	Pembury Baptist Church	Hall hire for NDP consultation	£ 45.00
06/047	Kidmans	Strimmer nylon / repair Stihl MS211	£ 98.26
06/048	Heliocentrix	IT Support / outlook accounts	£ 184.20
06/049	Paul Enville	First Aider - Jubilee	£ 180.00
06/050	Invicta Law	Pavilion Joint Committee professional fees for agreement	£ 517.68
06/051	BG26 Works	Production of summer PVN	£ 1,615.00
06/052	New Dreams Ltd	Office cleaning	£ 60.00
06/053	Wise Stonecraft	Gravedigging	£ 450.00
			£ 12,633.08
DEBIT CARD - May 2022			
DC 05/01	Canva	Online graphic design tool	£ 99.99
DC 05/02	Amazon	Jubilee napkins & bunting	£ 32.25
DC 05/03	Sevenoaks District Council	TENS licence	£ 21.00
DC 05/04	Amazon	Groundsmen supplies (Chain for Jubilee)	£ 27.99
DC 05/05	Amazon	Black sacks	£ 21.41
DC 05/06	Amazon	Padlock	£ 23.99
DC 05/07	Amazon	Window boxes for playground	£ 72.98
DC 05/08	Amazon	Tape measure (100m)	£ 26.29
DC 05/09	Amazon	Black sacks / Measuring wheel	£ 100.55
DC 05/10	Amazon	Bunting pegs (Jubilee)	£ 13.98
DC 05/11	Amazon	Tape measure (100m)	£ 26.29
DC 05/12	Snobs ye olde Cobblers	Key cutting	£ 11.85
DC 05/13	Party Pieces	Jubilee cake	£ 234.85
DC 05/14	Cash	Petty cash	£ 100.00
			£ 813.42

DIRECT DEBITS - May 2022			
DD 05/01	Wex	Fuel charges	£ 89.76
DD 05/02	Nest	Pensions	£ 72.42
DD 05/03	Castlewater	Water supply	£ 41.43
DD 05/04	Castlewater	Water supply	£ 36.72
DD 05/05	Castlewater	Water supply	£ 52.32
DD 05/06	Castlewater	Water supply	£ 77.69
DD 05/07	BT	Telephone & broadband	£ 62.98
DD 05/08	Sage	Accounting software	£ 78.00
DD 05/09	TWBC	Business rates - cemetery	£ 73.00
DD 05/10	TWBC	Business rates - depot & office	£ 858.00
DD 05/11	Wex	Fuel charges	£ 81.80
DD 05/12	Sage	Payroll software	£ 14.40
DD 05/13	Wex	Fuel charges	£ 65.53
DD 05/14	SSE	Electricity - unmetered supply	£ 172.28
DD 05/15	Castlewater	Water supply	£ 564.55
DD 05/16	O2	Mobile phone charges	£ 87.49
			£ 2,428.37
CONFIDENTIAL SALARIES - May 2022			
CS 05/01	Confidential Salaries		£ 7,920.59
			£ 7,920.59
TOTAL EXTERNAL PAYMENTS			£ 23,795.46